

CITY OF BURBANK

SUPERVISING LIBRARIAN

DEFINITION

Under direction, to perform the day-to-day functions relative to the full scope of operation and supervision of a specialized section/branch of the Library; and to do related work as required.

ESSENTIAL FUNCTIONS

Plans, organizes, manages, and maintains a specialized section/branch of the Library; assists division head in planning and implementing policy; reviews selection recommendations for the library collection; reviews literature to keep abreast of current professional data and information; prepares reports, correspondences and technical materials; maintains records and statistics; implements and supervises building security and maintenance program; coordinates collection development to meet the community's informational needs; plans and oversees specialized programs and projects involving staff and the public; provides professional level reference and information service to patrons of all ages; provides instruction on the use of computers and other automated information services and technologies; resolves difficult patron problems and disputes; engages in public relations activities; makes presentations before public groups and organizations; represents the library to the community and organizations; supervises, trains, evaluates, and schedules the work of staff members/volunteers; establishes performance objectives; makes recommendations regarding hiring, promotions, and transfers; recommends disciplinary action as needed up to and including terminations; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - principles, trends, and practices of library and information science; reference sources and methods; the use of present and emerging automated information services and technologies; cataloging and classification; library and City policies; library security; effective public relations; principles and practices of supervision.
- Skill in - effectively implementing the required knowledge; organizing, directing, and supervising a specialized section/branch of the Library; the use of microcomputers; making independent judgements and decisions based upon standard policy or procedures; interacting and communicating tactfully and effectively with a culturally diverse population; gaining cooperation through discussion and persuasion; training staff and volunteers in assigned duties; fostering a teamwork environment; physical agility and stamina to perform essential functions.
- Ability to - learn, comprehend, and apply departmental and City policies, rules, and regulations; learn new library technology; administer activities within established policy; follow instructions and directions; write clear and accurate reports; operate a computer terminal and other specialized automation equipment; safely operate an automobile; identify community library needs; read, write, and communicate in English at an appropriate level; implement a positive public service orientation in assigned area; promote interest in library services; cope with situations calmly and tactfully; establish and maintain effective working relationships with supervisors, fellow employees, volunteers, and the public; effectively supervise; coordinate and direct the work of others; review and evaluate job performance; plan, design, and implement staff training; instruct staff on policy matters and proper safety procedures; work indoors in a library environment where frequent movement, public contact, and book dust is typical; work nights, weekends, holidays, and odd-hours when assigned.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to a Master's degree in Library and/or Information Science from an accredited college or university and three years of progressively responsible professional library experience, including one year in a supervisory capacity.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.